

**EMPLOYEES PERFORMANCE REVIEW Version 1.12**

Keithcot Farm Children's Centre leaders implement performance conversations for all staff and value this system of personnel management. Staff will be supported by appropriate induction, supervision and appraisal processes and the provision of relevant training and development opportunities. Each staff member will have a Performance Development Plan using the Department for Education template which will include opportunities to develop specific professional skills and experiences in relation to their present role and responsibilities and this plan will be implemented twice a year.

**CREATED:** November 2007

**REVIEWED:** November 2008, November 2009, October 2010, October 2011  
September 2012, September 2013, September 2014, September  
2015, September 2016, September 2017, September 2018

**TO BE REVIEWED:** September 2019

**SOURCED:** DECS Employee Grievance Procedures (2007)  
Children's Services Act 1985  
"Building and Supporting Teamwork" (Dec 2006) NCAC publication  
Department for Education Performance Development template  
2018